



Request for Proposals

Professional Services for Vertical Clearance Restrictions Inventory Field Checks

March 2015

GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act ([Neb. Rev. Stat. §81-1702](#)), the Brooks Act ([40 USC 1101](#)), and 23 CFR 172.5, the State of Nebraska, Department of Roads (NDOR), is issuing a Request for Proposal (RFP) for technical measurement of the **Vertical Clearance Restriction Inventory Field Checks**. Qualified consultants are invited to submit a proposal with a statement of qualifications as outlined below. The NDOR's website referred to in this document is located at:

<http://www.transportation.nebraska.gov/rfp/>

All consultants interested in doing work for the NDOR are strongly encouraged to review the NDOR's template [Standard PE Agreement](#) and [Insurance Requirements for Professional Service Providers](#) prior to responding to this RFP. By submitting a proposal in response to this RFP, Consultant agrees to meet the substantive requirements of these documents. These documents can be found on NDOR's website. An agreement will not be executed unless consultant provides proof of meeting the insurance requirements in the form of an Insurance Acord.

The NDOR is seeking proposals from consultants who wish to be considered to provide these services. This RFP does not commit the NDOR to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The NDOR reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified consultant or to modify or cancel in part or in its entirety the RFP, if it is in the best interest of the NDOR to do so.

BASIC SCOPE OF SERVICES

Overview of the work

This scope provides for statewide Vertical Clearance Restrictions Inventory Field Checks for overhead structures including bid letting review, survey, and submittal of survey data for all future overhead sites (including bridges) at locations to be determined.

Consultant will

- Promptly review the plans for overhead structures on state highway projects let to contract to identify whether there will be new overhead structures to be measured or

changes in the elevations of the roadway surfacing that will cause a change in the vertical clearance at that location.

- Arrange to measure the vertical clearance at each applicable location as soon as construction of that overhead structure or roadway surface is completed.
- Accurately determine the vertical clearance between the roadway surfacing and overhead structures, such as bridges, framework, lights, traffic signals, signs, associated wires or lines, and other objects.
- Review the plans, provided by the State, and make applicable measurements for projects that will not utilize the State's bid letting process.

Qualifications, Knowledge and Experience

Consultant must be certified as qualified to perform Engineering Surveys, as documented on DR Form 497, Standard Work Category 202 – Engineering Survey. Detailed information regarding the Standard Work Categories is available on the NDOR's website.

Consultant must be registered in the State of Nebraska as a Professional Engineer or Registered Land Surveyor.

Consultant knowledge of NDOR's Automated Permit System for over-dimensional vehicles or loads is beneficial, and shall be experienced in reading highway construction plans.

Software and Equipment Requirements

The Consultant shall possess the necessary survey equipment to perform the vertical clearance measurements as mentioned above. Electronic information generated by Consultant must be in the following formats; survey data must be submitted in a Microsoft Excel format, overhead structure photographs must be supplied in a jpeg format. A specific file naming convention and folder structure will be supplied by NDOR. This electronic data will be submitted via NDOR's ftp site (or otherwise as directed).

Expectations for the Deliverables

The Department has an automated permit system that allows customers to obtain a permit to operate an oversize/overweight vehicle on the Nebraska Highway System. The system automatically analyzes the requested route for restrictions including potential height restrictions for overhead structures. This restriction information is housed in a database that is routinely updated through field surveys.

The consultant will complete field surveys of overhead structures to keep the inventory of vertical clearance restrictions current. In addition the consultant will check the projects in each letting and determine if there are overhead structures that need to be checked for new heights following completion of the project. The consultant will follow the project construction schedule and check new heights at the appropriate time. An example would be for a new

bridge over a state highway. Once the superstructure is complete, the height will need to be checked even though the overall project may not be completed for several months.

The consultant will be responsible for setting up, maintaining, and removing all traffic control necessary during survey operations. Remote survey methods may be required for the interstate, freeway, or expressway system to avoid lane closures.

The Consultant shall:

1. Provide clearance measurements in an electronic format using survey forms supplied by the State, or an approved equal. Survey data for all sites shall be recorded onto these forms for electronic submittal to the State.
2. Identify specific site locations using practices approved by the State and shall follow the Reference Post System using the latest edition of the Nebraska Highway Reference Log Book as a guide.
3. Provide the Latitude and Longitude of each site. Hand held GPS data is sufficient.
4. Take digital photos of the highway approaches to each site. Photos must be labeled according to the State's naming convention.
5. Submit to the State a monthly survey progress report. Monthly reports will include descriptions of recently completed work along with expenditures and budget status.

Schedule – Notice to proceed is expected to be given in May or June 2015. This work shall be for a two year period following the notice to proceed date, with an optional two year extension. Typical total annual hours are 200-400.

DETAILS

The NDOR reserves the right to abandon or terminate this contract at any time and either re-advertise this service or utilize its own forces. The NDOR also reserves the right to accomplish this service for future phases with the selected consultant, select another consultant, or utilize its own forces.

A minimum of three (3) consultants will be short-listed for interviews. The evaluation criterion to be used for the short-listing and final selection is outlined below.

EVALUATION CRITERIA

Short List (100 pts)

1. **Qualifications (50 pts)**
 - a. Qualifications of the project manager and key team members to perform the work.
 - b. Applicability and relevance of comparable projects provided by the Consultant.

- ~~c. Knowledge of NDOR Roadway Design Manual, Nebraska Board of Public Roads Minimum Design Standards, and AASHTO's "A Policy on Geometric Design of Highways and Streets".~~
- d. Knowledge of NDOR's vertical clearance database, permitting system and NDOR reporting preferences.

2. Performance Data (25 pts)

- a. Performance evaluations by NDOR regarding the work of the Consultant.
- b. Adherence to applicable standards and completeness of previous plan submittals to NDOR.
- c. Project schedule adherence on previous projects with NDOR.
- d. Cooperation with NDOR staff on previous projects.
- e. If consultant has no experience with NDOR, review information obtained from Consultant's references for Consultant's performance with other states, local governments, or appropriate clients. The team should list a minimum of two (2) references in their proposal.

3. Understanding of the Project (25 pts)

- ~~a. Consultant has demonstrated understanding of the key elements of the design and complete management and delivery of 3R, new and reconstruction projects.~~
- b. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
- c. Consultant has demonstrated knowledge of NDOR's vertical clearance database, data submission standards, etc.

Final Selection (75 ~~100~~ pts)**1. Qualifications (25 pts)**

- a. Qualifications of the project manager and key team members to perform the work.
- b. Applicability and relevance of comparable projects provided by the Consultant.
- c. Knowledge of NDOR Roadway Design Manual, Nebraska Board of Public Roads Minimum Design Standards, and AASHTO's "A Policy on Geometric Design of Highways and Streets".
- d. Knowledge of NDOR's vertical clearance database, permitting system and NDOR reporting preferences.

2. Ability to Perform the Work (25 pts)

- a. Consultant demonstrated they have adequate staff available to complete the contracted project(s) in the required time frame.
- b. Consultant demonstrated their subconsultants are available to complete the work in an acceptable time frame.
- c. Consultant has demonstrated how the new work will fit within the context of their existing workload, both with NDOR and other clients.

3. Quality of Interview (25 pts)

- a. Consultant's interview was clear and concise.
- b. Consultant addressed evaluation factors and covered design issues adequately.
- c. Consultant answered committee questions logically and thoroughly.

SCHEDULE OF ACTIVITIES

Schedule of Activities	Date	Time
RFP Posted	March 18, 25, April 1	
Last Day Updates to RFP may be posted	April 1	5:00 PM
DR Form 497 on File at NDOR	April 8	5:00 PM
Drug-Free Workplace Policy at NDOR*	April 8	5:00 PM
Proposals Due	April 8	5:00 PM
Post Short-List Consultants	April 17	5:00 PM
Interview	May 1	TBD
Post Final Selections	May 6	5:00 PM

* Please submit the Drug-Free Workplace Policy separate from the response to this RFP. The Drug-Free Workplace Policy is a one-time submittal to NDOR. Please do not re-submit this document unless your Policy has changed or you never have submitted this document with a previous proposal.

INSTRUCTIONS

Inclusion of a Disadvantaged Business Enterprises is not a requirement in the selection of a project team.

Please do not call or write NDOR staff for information regarding the services in this RFP. Email all inquiries/questions to Randy Eldorado, Consultant Services Engineer, at: randy.eldorado@nebraska.gov or call (402)479-4778.

The NDOR will not hold a briefing. All project related information is contained within this RFP and on the NDOR's website. If additional information is deemed necessary, it will be posted on the same web page as this RFP and will be labeled as an update. Consultants interested in this RFP are responsible for checking for updated information. No updates will be posted after **April 1, 2015**.

Other relevant information on NDOR's web site includes the following:

1. [Insurance Requirements for Professional Service Providers](#)
2. [Drug Free Workplace Policy Example](#)
3. [DR Form 498, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications"](#)

Interested consultants must have a current [DR Form 497, "Architect, Engineer, and Related Services Certification Form"](#) on file with the NDOR prior to **Wednesday, April 8, 2015**.

While the "Drug-Free Workplace Policy" is not a submittal requirement, all consultants must have an acceptable "Drug-Free Workplace Policy" on file prior to **Wednesday, April 8, 2015**.

SUBMITTAL OF PROPOSALS

Submittals are to include the following in the order given below:

1. Front cover to include the Prime Consultant and title of project/service.
2. A letter of interest not to exceed one (1) page.
4. Organizational Chart not to exceed one (1) page.
5. A narrative responding to the established evaluation factors not to exceed five (5) pages.
6. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
7. DR Form 498 not to exceed six (6) pages for the prime Consultant and six (6) pages for each sub-consultant. A separate DR Form 498 must be submitted for each sub-consultant to be used.

Additional submittal requirements are:

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be stapled in the upper left corner. No 3-ring binders.

Six (6) copies of the submittal must be sent to the following:

Consultant Services Engineer
Nebraska Department of Roads
Planning and Project Development Division
1500 Highway 2, PO Box 94759
Lincoln NE
PO Box ZIP Code: 68509-4759 Shipping ZIP Code: 68502

An electronic version of the Consultant's proposal is not a submittal requirement. However, those consultants short-listed will be required to submit an electronic copy of their proposal in PDF format.

All information must be received by 5:00 p.m. on Wednesday, April 8, 2015. No exceptions to this deadline will be given.

INTERVIEWS

The short-listed consultants will be notified by telephone of the interview date and time. Interviews will be capped at 15 minutes max, followed with 5 minutes of questions by selection committee members and answers by the consultant.

The NDOR will make every effort to post the short-listed consultants and the interview schedule on the NDOR's website by **5:00 p.m. on Friday, April 17, 2015.**

The NDOR's selection committees will conduct interviews with the short-listed consultants on **Friday, May 1, 2015**, at the Department of Roads, Central Complex, Highway Commission Room 103, 1500 Highway 2, Lincoln, Nebraska. Consultant's may request an interview via telephone, and will need to contact the Consultant Procurements Engineer to make arrangements.

Upon completion of all the interviews and Director-State Engineer approval, the selected consultants will be notified by telephone. The NDOR will make every effort to post the final selections on the NDOR's website by **5:00 p.m. on Wednesday, May 6, 2015.**

Randall D. Peters, P.E.
Director-State Engineer
Nebraska Department of Roads

EQUAL OPPORTUNITY EMPLOYER